
Subject: Nutrition Education Appointments

Effective Date: October 1, 2004

Revised from:

Policy: The client must be given nutrition education appointments during each certification period. At a minimum, each client shall receive nutrition counseling at the certification visit, and be scheduled for at least one additional contact before the end of the certification period.

Reference: §246.11

Procedure:

1. Nutrition education counseling is provided at each certification visit.
2. For women and children, one additional appointment for nutrition education will be scheduled during each certification period. The type of education contact will depend upon the risk status (low or high-risk) of the client.
3. For infants certified for one year, nutrition education will be provided at the initial certification and mid-certification visits. Two additional appointments should be scheduled based upon the risk status (low or high-risk) of the infant.
4. All subsequent nutrition education appointments must be scheduled for the client on a day other than the day of their certification appointment.
5. Complete the client's flow sheet in KWIC to reflect the needed nutrition education appointment types.
6. All subsequent nutrition education appointments should be scheduled using the KWIC appointment book.
7. If the client does not keep his/her appointment for subsequent nutrition education, another appointment will not be routinely made unless requested by the client.